



**CALIFORNIA NATIONAL GUARD  
JOINT TASK FORCE DOMESTIC SUPPORT - CD  
TOUR ANNOUNCEMENT**



**OPEN TO ALL CALIFORNIA AIR AND ARMY NATIONAL GUARD**

**THIS TOUR IS FULL TIME NATIONAL GUARD FOR COUNTERDRUG DUTY (FTNGDCD) - TITLE 32**

- 1. POSITION AVAILABLE:** JTFDS-CD-NRC Administrative NCO
- 2. TOUR LOCATION:** Mather, California
- 3. TOUR NUMBER:** FTNGDCD 10-07
- 4. EFFECTIVE DATE:** 7 January 2010
- 5. CLOSING DATE:** 5 February 2010
- 6. TOUR LENGTH:** **\*\*Minimum 12 month tour length**
- 7. MINIMUM GRADE:** E-3 **MAXIMUM GRADE:** E-6
- 8. MOS / AFSC:** N/A
- 9. PERSONNEL ELIGIBLE TO APPLY:** (X) Male (X) Female ( ) OFF ( ) WO (X) ENL
  - a. All members of the California Army and Air National Guard
- 10. SELECTING SUPERVISOR:** Northern Regional Commander
- 11. MILITARY STATUS:** FTNGDCD, Title 32 USC, SECTION 502 (f)
- 12.** This position is a Full Time National Guard (FTNGDCD) Tour. Tour will be subject to the availability of funds from fiscal year to fiscal year.
- 13. APPLICANT MUST,** at a minimum, submit documents referenced in **attachments A and B** to this announcement and meet all applicable criteria below:
  - a. Applicants must possess a favorable Entrance National Agency Check/National Agency Check (ENTNAC/NAC) within the past 10 years. The selection for the position is conditional and based on a complete and favorable LIVESCAN by the California Department of Justice and the Federal Bureau of Investigation.
  - b. Applicants will be screened in a manner that provides reasonable certainty that the member is of good character, well motivated and an appropriate representative of the National Guard in duties subject to high profile scrutiny by LEAs, National Guard senior commanders, news media and the general public.
- 14. Unique Requirements and conditions of Counterdrug tours:**
  - a. Urinalysis testing upon entry to active duty in addition to periodic testing during active duty. These requirements are in addition to testing by units of assignment during IDT/IAD under Substance Abuse Testing or the ANG Drug Abuse Testing Program. Favorable drug screening test prior to initial entry onto the Counterdrug Program is mandatory.
  - b. Requirement to continue attendance at IDT/IAD and Annual Training while on FTNGDCD.

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- c. Status of employment is year to year and subject to the availability of funding.
- d. Criminal records checks, and/or security screening by LEAs of applicants serving in LEA offices or in positions where they are privy to operational information of LEAs. Such inquiries are likely to be completed prior to entry on duty. Rejection by LEA's could result in their removal from the CD Program.
- e. Standards of Conduct:
  - 1) National Guard members participating in the Counterdrug Support Program are required to comply with state laws and with DoD 5500.7-R. They are required to uphold the highest standards of conduct and personal appearance.
  - 2) Outside employment, associations and off duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval from the Counterdrug Commander in accordance with NGR 500-2/ANGI 10-801, dated 29 August 2008, Chapter 8, paragraph 8-25.

### **15. Tour Description**

The Joint Task Force Domestic Support – Counterdrug (JTFDS-CD-NRC) Administrative/Personnel NCO provides support for assigned Army and Air personnel. The incumbent serves as an Administrative NCO with responsibility for providing administrative support to the NRC operations in one or more vital areas such as task management, information management, documents and reports preparations, time and attendance, record/files maintenance, travel, procurement of administrative supplies and equipment, and/or other related administrative activities. As such, the Admin NCO identifies, coordinates, monitors, controls and evaluations the administrative support operations of the Northern Regional Command. Serves as the principal point of contact for personnel actions such as travel orders through DTS, school reimbursement requests, and various types of leave, tour and medical certification and Air orders recertification. Maintains personnel data input into the Full Time Support Management Control System (FTSMCS). Prepares personnel accounting and strength reports for daily submission. Focuses on payroll and accountability for all region personnel in NRC.

### **16. Qualifications**

#### **Minimum Qualifications:**

- a. Ability to type at a minimum of 25 wpm
- b. Stated prior administrative experience
- c. Applicant must be world-wide deployable

#### **Preferred Qualifications:**

- a. Minimum 2 years of demonstrated Administrative MOS/AFSC proficiency
- b. Applicants should be proficient in Microsoft office applications and have general computer literacy
- c. Knowledge of SIDPERS, RCAS, MILPOAPPS, FTSMCS, AFCOS and AROWS
- d. **MOS** 42A, 27D, 44C, 68G, **AFSC** 3D/3A/3S series, 4A series, 5J0X1, 6F0X1
- e. Ability to communicate moderately complex information, concepts or ideas in a confident and well organized manner

**17.** Applications must be received in the Counterdrug J-1 Office by mail or in person no later than 1700hrs on the closing date. Late applications will not be considered. Applications will not be accepted in binders or document protectors.

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**18. SUBMIT COMPLETE APPLICATION by the closing date to:**

Counterdrug Task Force  
ATTN: CD J-1 NCOIC, SFC Kennedy  
10620 Mather Blvd  
Mather, CA 95655-4125

**19. Questions may be directed to the J-1 NCOIC at (916) 369-4945 or (916) 369-4909. Counterdrug Tour Website is:**  
<http://www.calguard.ca.gov/CDTF/>

**20. Equal Opportunity:** The California National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factor.

**FTNGDCD 10-07, JTFDS-CD-NRC Administrative NCO  
Attachment A**

The following are required documents to be turned in with your application:

1. CAJS-CD Form 1058, Application for Full Time National Guard Duty Counterdrug (FTNGDCD)  
<http://www.calguard.ca.gov/CDTF/Pages/jobs.aspx>
2. The attached letter of recommendation (Attachment B) from first O-5 Commander or their designee, signed within 60 days of the tour effective date, acknowledging all statements and information within the letter to be true and accurate.  
<http://www.calguard.ca.gov/CDTF/Pages/jobs.aspx>
3. Military Biographical Summary and Resume  
<http://www.calguard.ca.gov/CDTF/Pages/jobs.aspx>
4. Retirement Points Accounting Statement (RPAS) / Copy of Records Review RIP and AF Form 526 – Points Summary Credit updated within 60 days of the tour effective date.
5. All previous DD Forms 214 (Copy must include bottom portion of RE Code).
6. Complete and signed CD Forms 301-302  
<http://www.calguard.ca.gov/CDTF/Pages/jobs.aspx>
7. Medical:
  - a) Army: Printout of Individual Medical Readiness (IMR) report. Found under AKO, My Medical Readiness. Select IMR Record. **\*\* Report must have been generated within 60 days prior to tour effective date.**  
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx>
  - b) To ensure compliance of the chapter 3 medical retention standards of the FTNGDCD program, the Soldier's MEDPROS IMR report must be reviewed by the Soldier's parent unit to ensure that Chapter 3 medical requirements are met prior to submitting the application packet. If these standards are not met, the unit must provide all original medical documents to their respective State medical detachment personnel to update MEDPROS.
  - c) Air Force Form 422, Physical Profile Serial Report. **\*\*Report must have been generated within 60 days prior to tour effective date.**
8. Copy of ten year driving record from the California Department of Motor Vehicles within 60 days prior to tour effective date. <http://dmv.ca.gov/fors/inf/inf11125.pdf>
9. Copy of a current Army Physical Fitness Test (DA Form 705) and/or ANG Fitness Test.
10. Copy of typing test (<http://www.free-typing-test.com>)

**FTNGDCD 10-07, JTFDS-CD-NRC Administrative NCO  
Attachment B**

Unit Letterhead

Date \_\_\_\_\_

MEMORANDUM FOR Commander, Joint Task Force Domestic Support – Counterdrug, 10620 Mather Blvd, Mather, CA 95655

SUBJECT: Letter of Recommendation for \_\_\_\_\_  
Last Name, First, Middle Initial, Last 4 of SSN

1. The above named Soldier/Airman is an active drilling member of \_\_\_\_\_ and has been for \_\_\_\_\_ years. I recommend this individual be considered for a position with the Joint Task Force Domestic Support – Counterdrug.

2. I acknowledge that the following statements and information are true and accurate prior to placement on Counterdrug orders:

a. He / She upholds the highest standards of conduct, personal appearance, and does not currently have any adverse or flagging actions.

b. This Servicemember is in compliance with AR 600-9/AFI 10-248, Weight and Body Fat Management Program.

c. This Servicemember has passed a current physical fitness test with a passing score.

d. This Servicemember and unit of assignment are fully aware of the requirement to continue attendance at IDT/IAD or AT while on FTNGDCD (IAW NGR 500-2/ANGI 10-801, 29 August 2008).

e. This Servicemember has met physical qualifications in accordance with AR 40-501, Standards of Medical Fitness and Supplement 2, AFI 48-123, Medical Examinations & Standards prior to FTNGDCD start date. Prior to entry onto FTNGDCD, applicants must be medically certified, drug free, be tested negative for Human Immunodeficiency Virus (HIV) within 2 years of application date.

f. This Servicemember is in a “DEPLOYABLE” status. The member does not have any medical flags, or temporary or permanent profiles that would prevent successful completion of a retention/periodic physical.

g. I am aware that the Servicemember will be serving in the Counterdrug Program only upon receiving my recommendation and endorsement. I am aware that at any time, if the Servicemember fails to maintain the above requirements, I may withdraw my recommendation for employment with the Counterdrug Program.

3. The point of contact for this memorandum is the undersigned. I may be reached at \_\_\_\_\_.  
Phone Number

Minimum first O-5 Commander in Chain of Command  
SIGNATURE  
BLOCK